



North Carolina Department of Health and Human Services Office of the Controller

Michael F. Easley, Governor
Dempsey Benton, Secretary

MAILING ADDRESS:
2019 Mail Service Center
Raleigh, NC 27699-2019

Laketha M. Miller, Controller
(919) 733-0169

LOCATION:
616 Oberlin Road
Raleigh, NC 27605

April 4, 2008

Dear County Director of Social Services:

Subject: DSS-1571 Year-End Information

As a reminder, the service month of May 2008 (reimbursed June 2008) is the last month during which you may report expenditures that will be reimbursed from your SFY 07-08 allocations. In an attempt to assist you with the maximization of your remaining funds, we ask that you prepare and submit your DSS-1571 for the service month of May 2008 as soon as possible. **Due to time constraints imposed upon the Controller's Office by the Office of the State Controller and the Office of State Budget and Management related to year-end closing, we are moving up the closing date for the month of June only. All counties will be required to be uploaded and balanced by COB on Monday, June 16, 2008.** Please check the State system via NC X/PTR for the WCA450 Notification Report, which will indicate when you may upload your files and also check for the DHRWCA County Transmittal Balance Report, which will indicate whether you have uploaded successfully.

Please be sure to review the XS337 (YTD Summary of Reimbursement Expenditures) and XS411 (YTD Allocations-Expenditures) reports for areas where you may need to change your coding. We encourage you to submit your requests as soon as an over expenditure occurs.

If you would like to have eligible expenditures moved, a memorandum will need to be submitted requesting specifically what you would like to have moved. The memo must include: the program (and application code number) *from* which you would like to have expenditures moved; the amount of the expenditures; the program (application code number) *to* which you would like the expenditures transferred to and the County Director's signature. No automatic reclassifications will be performed by the Controller's Office-i.e.-Permanency Planning to Special Permanency Planning or vice versa, SSBG Federal to SSBG State or vice versa, etc. without a written request from the county.

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We suggest that you begin to review those funding sources now and notify us of any reclassifications you would like processed for eligible expenditures. All requests should be mailed to the above mailing address or faxed to the attention of Myra K. Dixon at (919) 715-5847 and must be received by Friday, June 13, 2008. Please do not include requests related to your Work First Block Grant, as these will be addressed by DSS Budget as stated in their letter of March 18, 2008. **NO REQUESTS FOR RECLASSIFICATION WILL BE ACCEPTED AFTER CLOSE OF BUSINESS ON JUNE 13, 2008.**

If you have any questions, please call the County Administration Accounting Unit (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM:md

cc: DSS-1571 Contact Personnel
Sherry Bradsher
Sarah Barham

Business Liaisons
Jack W. Chappell
Debbie Hawkins

Myra K. Dixon
Kelli Winters-Billman